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**Parks & Recreation Committee Meeting
Committee Conference Room, Smyrna Town Hall
27 S. Market Street Plaza, Smyrna, Delaware**

July 19, 2022 – 5:00 PM

Agenda

1. Call to order

5:02p

In-person: Chairwoman Tabi Gott, Vice-chairman Gerald Brown, Mike Pearson

Zoom: Larry Scott, Darryl Bowen, Tracie Bruno

2. Minutes

motion 1 - Mike Pearson

motion 2 – Tracie Bruno/Darryl Bowen

all approved

3. Recognition of visitors

In-person - Robin Hayes, staff liaison Danielle Pope

On Zoom – Terrence Scott, Frederick Schaber IV. John Behrens joined about halfway through

Robin Hayes introduced herself and Terrence Scott, and why they were joining us. They'd like to have a place for an annual Caribbean festival; to have something for the community and to show the vibrancy of the Caribbean culture. Chairwoman Tabi Gott discussed the idea of Festival of Nations and what we hope to have from that, but it wouldn't be until 2023. Terrence Scott talked about what he's looking to do. This would be the first year and he'd like to have a parade, dancers, food vendors, etc. He wants to bring people together. He would like to be part of the festival of nations. Robin Hayes asked Terrence Scott if he had any questions that she hadn't covered in her introduction. He didn't, but that he wants to start small and grow each year. Chairwoman Tabi Gott discussed some of the processes. Robin Hayes said they were looking at having a ticketed event possibly at Lake Como or on Market Street Plaza, where they can be more contained. She's been to events at both places, and they were great. Vice-chairman Gerald Brown said that Smyrna Police and Public Works are important factors in setting up an area. He asked if he had a time frame? Terrence Scott said 8-hours, most likely for 2023. Vice-chairman Gerald Brown mentioned that the committee doesn't make decision, but they can advise and lead. He said to keep in mind that if it's on Market Street Plaza on a Saturday, we cannot ask the Post Office to close, and people will need to access it. And if it's on a Sunday, to keep in mind that church is going on. Robin Hayes and Terrence Scott both agreed that those were good points to keep in mind to help them work on the planning. Vice-chairman

Gerald Brown said that if they want to have a more secure area, the best option is Lake Como. There is no impact to downtown road closures and parking, and the parking on Mill Street could be used for additional vendors and event-goers. The Police Chief will need to be included in future discussions for planning purposes. Chairwoman Tabi Gott said that they also need to keep in mind that if they are looking for Police help, they charge additional fees. If Town employees are asked to help, they will be paid overtime fees also. Vice-chairman Gerald Brown suggested changing the time to maybe 6 hours to see how well the event is attended. But again, the committee is just an advisory board, not decision makers. Chairwoman Tabi Gott said that for our Smyrna at Night event, employees started work around 6a and were there to midnight or later and then had to come back the following day. Robin Hayes said that this is why they'd like to have a small, ticketed event in a more secure area where they can control entrances and exits. Terrence Scott voiced the same opinion. He wants to make sure it is controllable.

Vice-chairman Gerald Brown asked staff liaison Danielle Pope if they could rent the stage we just bought for Smyrna at Night. She said she would look into it but didn't see why it wasn't possible. Waivers would need to be signed. Robin Hayes said that it sounds like Public Works and the Police do quite a lot and asked if there was a list of those things on our website so they can review and plan accordingly. There is not because they do things sometimes that it outside of their daily tasks. Robin Hayes told Terrence Scott that they should put a proposal together. Terrence Scott said that he hopes to promote year two while year one's event is going on. Thanks went around and both Robin Hayes and Terrence Scott left the meeting.

4. Movies in the Park

Maybe change this to Movies on the Plaza and have movies like Encanto, Dr. Dolittle, etc. Larry Scott suggested a Marvel Movie. Chairwoman Tabi Gott said we should keep it G or PG for all audiences. Vice-chairman Gerald Brown said that Chairwoman Tabi Gott and staff liaison Danielle Pope should lead this. He also asked staff liaison Danielle Pope several questions: when we purchase the movie from Swank, when do we get it? Are we charged for it even if we can't or don't use it? Staff liaison Danielle Pope said that she was unsure and would need to ask IT Manager James Markow as he was the one who did this in the past. She did mention that James told her that having this in the Fall/Winter time works better for start times because the sun sets earlier. Chairwoman Tabi Gott suggested having these in September/October. Vice-chairman Gerald Brown said that we can't have them on Fridays in the Fall because it's high school football season. For Saturdays and Sundays, we also need to make sure there are no events at the Opera House or at churches. Tracie Bruno said she was on the Opera House's website, and it looks like they have events going on almost every Saturday in September and October. Vice-chairman Gerald Brown asked what type of events and when they start. Tracie Bruno mentioned a few and said they all start around 7p. Vice-chairman Gerald Brown said we need to be conscious of planning and what other events are going on, plus parking.

Tracie Bruno mentioned moving this back to the park because it would avoid the parking issues and keep the roads open instead of having to close them if were on the Plaza. Vice-chairman Gerald Brown said that we'd need to reach out to the school district to get permission to use their N. Elementary parking lot. Tracie Bruno said that we'd have to keep in mind when the school district is having their fundraisers. Chairwoman Tabi Gott said that a new committee member, Lindsey Alexitch, is a teacher with the school district and she'll be able to help with

school district schedules. Gia Ford is with the Duck Creek Historical Society, and she'll is another new potential member.

Vice-chairman Gerald Brown asked if we wanted to set movie nights up for the first two weeks in October. Chairwoman Tabi Gott asked when homecoming was and mentioned that there were going to also be ghost tours in early October. Tracie Bruno said homecoming is October 28. Chairwoman Tabi Gott asked staff liaison Danielle Pope to follow up with IT Manager James Markow about our Swank account and the questions asked earlier.

These details will be presented to Mayor and Council at their next meeting on Monday August 1.

5. Family Fun Day

To be held on Sept. 10, 11a-6p. Chairwoman Tabi Gott asked Vice-chairman Gerald Brown if he could talk to the Boys & Girls Club to see if they would like to join. Mike Pearson asked about location. Chairwoman Tabi Gott said it would be at George C. Wright Municipal Park. Motion was made to present and recommend this day and time to Mayor and Council.

motion 1 – Mike Pearson

motion 2 – Larry Scott

Further discussion – there will be things like a bounce house, volleyball, corn hole, fire truck, police car. Mike Pearson said that he can have the Boys Scouts provide a rock climbing wall. It was asked of staff liaison Danielle Pope to find out if these things are covered under our insurance. She said she would reach out to Ken Lebo at Pratt Insurance. Staff liaison Danielle Pope mentioned that there should be at least 1 or 2 food trucks since the Town technically cannot provide/serve food per the Department of Health, (no license).

Tracie Bruno asked if this was something the Town and Parks & Rec does or can groups from the community help? Chairwoman Tabi Gott said that this was something that the Town and Parks & Rec puts on to give back to the community. Tracie Bruno asked if individuals or groups could partner with the Town and Parks & Rec. Chairwoman Tabi Gott said that if there were interested individuals or groups who were willing to do this free of charge and donate their time and/or products then yes, a partnership is welcomed.

6. Festival of Nations

This was requested to be tabled until August's meeting due to the longer discussion with the visitors and the current time.

motion 1 – Vice-chairman Gerald Brown

motion 2 – Tracie Bruno

all approved

7. Urban art pod logistics

Public Works will bring the storage container to the grassy area behind Town Hall. All money goes to the Boys Scouts. Staff liaison Danielle Pope asked if a flat fee or a tiered fee is preferred, end before Winter or have until 12/31/22. Vice-chairman Gerald Brown said that the fee should be kept at \$5, go until 12/31, and the committee can re-evaluate the popularity of the Art Pod in November for 2023 ideas. All agreed.

Staff liaison Danielle Pope was asked if there had been any discussion on when this project will get started and she said she was unsure.

***amendment – after the meeting she noted the Miss Utility flags in the area as she was leaving and emailed the committee to pass along the update.*

***amendment 2 – on 7/21 staff liaison Danielle Pope emailed the committee to let them know of the work the Public Works crew was doing: removed the shed and fence, and were starting to dig for a foundation. She also mentioned about the letter that was sent the previous week to nearby residents, the fence or barrier trees that will be going up between the occupied home and the Art area, as well as the cameras that IT will be putting up.*

8. Update on meeting date for Steering Committee

There's been no update since Town Planner Jeremy Rothwell emailed everyone. He said that the Firehouse was unavailable on August 8, and he would look into a different date or location. Staff liaison Danielle Pope said she would follow up with him.

9. Smyrna Opera House event

The idea is to use the Opera House and have various community groups come together and get their names out there. Vice-Chairman Gerald Brown suggested tabling this until the first quarter of 2023 so we can work on current projects and have better logistics. Chairwoman Tabi Gott mentioned having this maybe in February 2023. All agreed to table this until then.

10. Other committee business

next meeting will be Tuesday, August 16, 5p

11. Adjournment

motion 1 - Vice-chairman Gerald Brown

motion 2 – Mike Pearson

6:22p

Posted 07/12/22 at 4:30 PM (#1)

NOTE: This agenda as listed may not be considered in sequence. This agenda is subject to change to include additional items, including Executive Sessions, and/or deletion of items, including Executive Sessions that arise at time of meeting.